

Technical Branch
Instrumentation and Controls Group
Airport Series

AIRPORT SYSTEMS TECHNICIAN

06/99 (CDH)

Summary

Under general supervision maintain, adjust, repair, modify and install Airport electronic security, telecommunications and passenger flight information systems.

Typical Duties

Install and modify electronic security control and monitoring, and voice and data communications systems and equipment to serve operations of internal security management and external (airline) communication systems. Involves: connecting airport telecommunications systems to commercial service provider; advising on and responding to requests for system additions and modifications within equipment capabilities; assessing existing equipment capabilities, integrating new or modified components into existing system; assembling and mounting electronic switch gear, panels and components in control boxes, testing and adjusting components, recording actions taken, securing control boxes and retaining access control; connecting user instruments to system, testing, calibrating and verifying operability to manufacturer standards and compatible customer needs.

Maintain, adjust and repair airport access control, fire alarm and security monitoring systems, and internal airport voice and data transmission equipment. Involves: testing, inspecting and performing routine preventive maintenance periodically to ensure reliability of systems operation circuitry; responding to security and airline requests for repair, testing and troubleshooting system circuits, programmed controls and component parts, making adjustments and replacing circuit boards, panels and components; connecting, testing and verifying results of adjustments and replacements; contacting external system support for assistance in solving unusual problems which includes describing problems and following up on restoration actions taken.

Maintain parts, materials, components and tools inventory. Involves: tracking and analyzing parts and component usage, maintaining inventory levels based on usage history; recommending new and replacement materials, researching and recommending material and supply purchases, verifying and securely storing materials received, following up on purchases ordered but not received; keeping tools and equipment used clean and operational

Perform related duties as assigned. Involves: substituting for own supervisor during temporary absences by performing specified duties as qualified to maintain continuity of normal operations; recording received and completed work orders; reporting unusual requests and repair problems to supervisor; assisting supervisor with training and orientation of less knowledgeable employees and users by explaining and demonstrating work performed as requested.

Minimum Qualifications

Training and Experience: Associate of Arts degree in Electronics, or certificate of completion of an equivalent electronics maintenance training program, plus two (2) years experience in installing or maintaining electronic controls or telecommunications systems; or an equivalent combination of training or experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of electronic control circuitry, programs and component parts, testing methods, equipment and tools. Considerable knowledge of security and fiber optic telecommunications systems. Good knowledge of methods and techniques of instruction and customer service communications.

Ability to: respond to customer requests on a timely basis and resolve schedule and emergency priority conflicts; communicate orally to clearly and concisely explain or discuss technical aspects of work in order to provide service; establish and maintain effective working relationships with airline contractors, vendors and coworkers; plan and schedule own work patterns; read and apply complex schematics, drawings and prints.

Skill in: safe operation and care of electronic diagnostic equipment, hand and power tools of the trade; motor vehicle.

Physical Requirements: Frequent: walking, standing, and climbing stairs in an office type environment. Occasional: climbing on ladders; stooping, bending, kneeling when performing inspections and repairs; driving a vehicle through city traffic and airport staging area; exposure to outside weather conditions.

Special Requirements: Subject to call back, and working flexible hours, weekends, holidays and extended hours.

Licenses and Certificates: Successfully complete vendor specific training and certificate programs before end of probationary period; Texas Class "C" Driver's License or an equivalent license issued by another state.

Director of Personnel

Department Head

OFFICIAL